

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Shelter Manager

Revision Date: 12/17

EEO Category: Protective Service

Status: Non-exempt

Control No: 30409

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Animal Services Director, manages the animal shelter office, is responsible for all activities required for enforcing the animal services ordinances of Sandy City and administers animal control operations in the absence of the Animal Services Director.

III. Essential Duties:

- Administers the animal services operations in the absence of the Animal Services Director
- Implements current animal services ordinances of Sandy City.
- Performs all facets of shelter work, including animal care, euthanasia, etc.
- Compiles monthly and annual statistics.
- Manages shelter office and is responsible for daily cash receipts.
- Intercedes in conflict situations involving community members, Sandy City, employees and animals.
- Oversees volunteers.
- Assists with entering payroll time for the Animal Services division.
- Manages license collection.
- Receives lost and found animal reports; assist visitors in locating missing pets.
- Ensures proper procedures to prevent spread of rabies and diseases and for the disposal of dead animals.
- Assists with citizen complaints.
- Oversees maintenance of shelter, grounds and equipment.
- Provides education for programs such as pet adoption, animal services laws, and other programs.
- Oversees purchasing of supplies and equipment.
- Assists with hiring, training, performance reviews and disciplinary action.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30-day period, and keeping cumulative outages to less than \$200 in a 3-month period.

IV. Marginal Duties

- Assists with budget administration.
- Assists with the hiring and training of Animal Services Officers.
- Represents Animal Services at city functions and meetings and acts as a liaison with other animal services agencies.
- Acts as a consultant for animal services with other community groups, including humane societies.
- May proceed with legal action against violators and testify in court.
- May respond to citizen complaints, including emergency calls, on a 24-hour basis in rotation.
- Perform other duties as assigned

V. Qualifications:

Education: High school diploma or equivalent preferred.

Experience: Five years of animal services, animal welfare or related experience required; may substitute year for year any equivalent combination of education and experience.

Certificates/Licenses: Must possess a valid Utah Driver's License. Tranquilizer Gun Certification and Euthanasia Certification must be obtained after hire.

Probationary Period: A one year probationary period is prerequisite to this position.

Knowledge of: Animal services ordinances and department procedures; Civil Search and Seizure; Privacy, Security, and Freedom of Information rights; federal, local and state animal services regulations; cash receipts; computer entry.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for the care and treatment of animals; moderate responsibility for making decisions affecting the activities of people.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar, spelling and punctuation; ability to work effectively as a team member; ability to serve customers, including regular contact with the public and City.

Tool, Machine, Equipment Operation: Regular use of office equipment including a personal computer and telephone system; occasional use of a walkie talkie or two-way radio, 10-key adding machine and tranquilizer gun.

Analytical Ability: Must be able to make sound decisions with minimal guidelines; work independently; establish goals and priorities; organize time; establish effective working relationships with City Officials, employees and the public.

VI. Working Conditions

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; moderate physical exertion is present due to frequent stooping, bending and kneeling; a moderate amount of lifting (up to 50 lbs.) is required. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting with some outdoors work; the noise level in the work environment is moderate; great mental effort is required daily; great mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and interaction with the public; constant attendance and off-duty availability is required; work requires dealing with disagreeable smells and noise; tasks can be dangerous and/or unpleasant; constant exposure to death of animals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____